



2009 Donation Report

Final Report Due: October 30, 2009

*Include a copy of this report each time you submit
pledge cards, donations, or event funds.*

1 → Office / Department or College / Division: _____
 Building: _____ Room # _____ Extension: _____ Date: _____
 Preparer's Name (Print): _____ Signature: _____
 (Preparer must be the designated Department Representative for the area mentioned above)

2 → Report # _____
 (Please turn in as many reports as needed.) Final Report: YES NO

3 → **Pledge Cards**

Payroll Deduction Pledges:

Number of Contributors:	A)
Total Amount Pledged:	B) \$

4 → **Cash/Check Contributions:**

Number of Contributors:	C)
Total Amount Pledged:	D) \$

5 → **Special Events (Please use separate sheets for multiple events)**

Name of Event:	E)
Designated Charity:	
Total Amount Raised:	F) \$

6 →

Total number of pledge cards enclosed (A + C): _____

Total pledged (B + D + F): _____

Total of cash/checks enclosed (D + F): _____

Comments: _____

**Please DO NOT send reports or
money through campus mail.**

Please deliver them to MH 384 or give us a call to
schedule a pick-up, 823-2351.

Administration & Finance Use Only:







Received: (date) _____

Checked: (initials) _____

Logged: (initials) _____

Instructions for filling out the Donation Report

- Please fill out a new donation report each time you turn in pledge forms and/or special event funds. **ePledge Note:** Most pledge cards will be submitted through the system. However, if you need to turn in a paper pledge form, cash/check donations, or funds from events, please continue to use this form. **If you have questions, please contact Tiffanie at 407-823-2351.**
- Please make sure all information is typed or printed legibly.
- Department representatives may submit Donation Reports directly to the university coordinator. If Division Coordinators wish to have DRs sent through them, they should make that known to their representatives and to the university coordinator.

-  → Fill in information. “Preparer” must be the department representative designated for that department/college/division. If you are not sure, please call 407-823-2351.
-  → This will help us to keep track of the number of reports we have received from your area. If this is your first report, your report number will be “1”. You should keep a copy.
-  → **Number of Contributors** = the number of pledge forms for individuals who are giving through payroll deduction.
Total Amount Pledged = the sum of the total pledges for payroll deduction.
-  → **Number of Contributors** = the number of pledge forms for individuals who are giving through cash or check.
Total Amount Pledged = the sum of the total cash / check pledges. (This amount in cash/checks will be included with this donation report)
-  → **Name of Event:** Please state the name or type of special event. For example: Candy sale, treasure hunt, silent auction, bake sale, book & video sale, change drive, etc.
Total Amount Raised = the total amount raised by this event. **This does not include any pledge forms.** (This amount in cash/checks will be included with this donation report)
-  → **Total number of Pledge Cards enclosed** = The number of payroll deduction pledges + the number of cash/check pledges. This does not include special event money.
Total of pledges including cash & events for this report = the TOTAL AMOUNT being reported on this form (includes payroll deduction pledges, cash/check, and special events.)
Total of cash/checks enclosed = the amount of cash/checks attached to this donation report. This is the sum of the cash/check pledge forms and any money raised in a special event)